DOCUMENT RESUME

ED 194 117 IR 009 019

AUTHOR Biglin, Karen; And Others
TITLE Your NAU Library Workbook. Discovery Series No. 22.
INSTITUTION Northern Arizona Univ., Flagstaff. Library.
PUB DATE 81
NOTE 48p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *College Libraries; Higher Education; Information Seeking; Library Guides; *Library Instruction; *Library Skills; *Orientation Materials; *Undergraduate Students; Workbooks

ABSTRACT

An illustrated library skills workbook introduces students to the university library, its collections, finding tools, and library research processes. It includes a library tour; an introduction to reference works; use of the catalog, subject headings, and classification systems; familiarization with periodicals, government publications, and microfilms; facilities and services available at the reference desk; and a term paper guide. An appendix provides a selected list of subject area reference sources by call number or location. (RAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED194117

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Robert E. Kemper

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

YOUR NAU LIBRARY WORKBOOK

by Karen Biglin and the Editors of Discovery

DISCOVERY SERIES NO. 22

NORTHERN ARIZONA UNIVERSITY LIBRARIES/1981

IR009019

2

OCT 14 1980

DISCOVERY BOOKS

Managing Editor: Robert Kemper

Art Director and Designer: Robert Jacobson

Production Editor: Carol Fenn

Staff Writers: James Armour, Karen Biglin, Dana Cole, Pat Doring, Vicki Granade, Roberta Paeper, Sarah Pedersen, Charles Stahl, Monte Steiger.

Text Editor: Sarah Pedersen

© 1981 NAU Libraries. All rights reserved.

This workbook has been adapted from the University of California at Los Angeles' *Library Instruction Workbook* by Miriam Dudley and the University of Arizona's *Library Skills Program Workbook* by Shelley Phipps.

Contents

What is reality? v

Library Tour 1

Doing Research, A to Z 2
- Getting Some Books Together 4
- Periodicals and Newspapers 12
- What's on Microfilm? 18
- Government Documents 19
- The Reference Desk—One Last Word 22

Follow these easy steps and your term paper is as good as written 22
- Appendix A: A Selected List of Reference Works 25
- Appendix B: Answers 40
- Appendix C: Extra Difficult Questions (and answers) 40

Let the library help you make order out of chaos.

What is reality?

Believe it or not, the library has some answers for this question. In any case, you will be able to find out how philosophers, scientists, and artists through the ages have debated and/or defined reality for themselves.

Or maybe you just want to find information for your English paper on Jane Austen.

Perhaps you are interested in coral snakes and don't know where to begin in your search for information.

Whether you want to define reality or do research on Jane Austen, the library is the place to begin. It is the purpose of this booklet to give you the information and skills you need to become adept library users. By developing these skills, you will become lifelong seekers of truth and/or information through library resources. As you progress through this booklet, there will be questions you may answer if you want to make sure you are getting the information from the text. Becoming a lifelong learner through library resources is a skill you will keep long after college. Perhaps this skill will even be the most important one you gain from college!

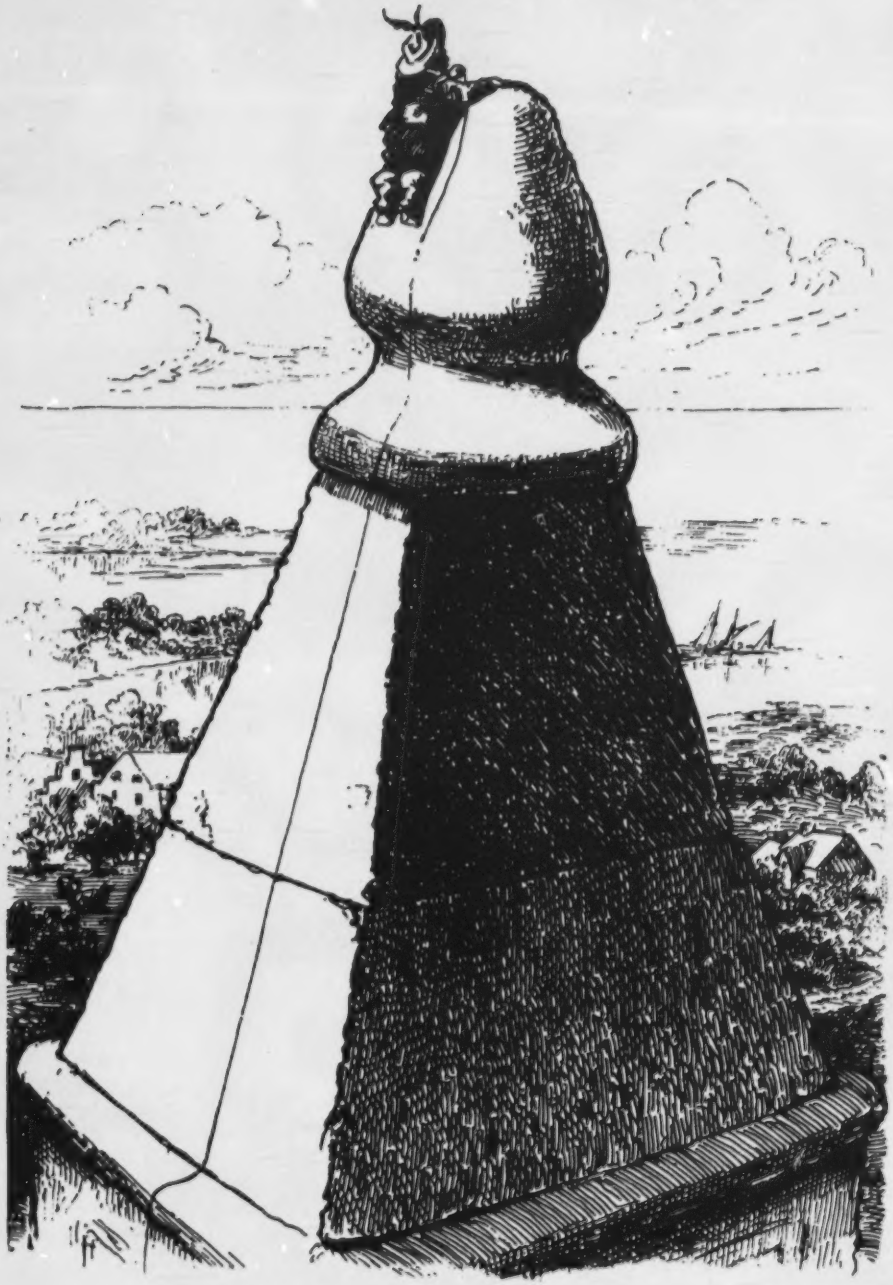
STUDY TOOL KIT

In order to use this workbook to its full advantage, you will need the following items:

1. *Library Directory*, NAU Library
2. *Your NAU Library*, NAU Library Discovery Series No. 20
3. *The Card Catalog*, NAU Library Discovery Series No. 19
4. The desire to improve your library skills.

(The first three are available at the Reference Desk or in the Main Lobby of the North Center Library and at the Special Collections Library.)

Some things belong together.



This section will show you what to do when you get to the library.

Library Tour

All libraries are arranged differently. That is why you should have an *NAU Library Directory* handy in order to orient yourself to the North Center Library.

As you can see from the floor plans, the first floor contains most of the library's non-book material. The other non-book material is in the Microforms Area (Rooms 314 and 315) on the third floor. The materials located there will be discussed in more detail below. The Media Center is housed on the first floor and consists of four components—an Audio-Visual Area, a Graphics Area, a Listening and Viewing Area, and the Northern Arizona Film Library. You will probably be involved with the first two components through your professors because this is where they come for films, filmstrips, projectors, and graphic services. You will be more directly involved with the Listening and Viewing Area. The Listening and Viewing Area contains records and tapes, as well as listening facilities. The Audio-Visual Area has films and film-viewing facilities and this does *not* include microfilm materials. It is also in the Audio-Visual Area that you come to purchase the NAU Film Series' tickets. All of the films, records, and tapes in the Media Center are listed in the main card catalog with the designation MC, LRC, or IMC above the call number. Also on the first floor are the general book stacks for the letters A to M. Finally, the first floor contains three special areas: Oversize Books, the Forestry Collection, and the Curriculum Collection.

Oversize Books are those books whose size dictates that they be shelved together for shelving economy. They are larger-than-average books, so they are put in this special area and arranged A to Z. In the card catalog these materials will have either the symbol # or the word "Oversize" above the call number. The Curriculum Collection contains textbooks for teachers of grades K–12. These textbooks cover all major areas of study. The Forestry Collection is a collection of materials on Forestry (see *Forestry Literature*, NAU Library Discovery Series No. 13, for more information about this collection).

On the second floor are the Technical Services and Group Study Area (far west side), the Reference Room (west side) and the Government Documents Room (east side of Circulation). The Reference Room is probably the most important place in the library for you because this is where you should come to BEGIN any research you are going to do in the library. This is the place to start for several reasons: 1) all of the basic reference books are there, such as encyclopedias, dictionaries, etc.; 2) the card catalog is there; 3) indexes and abstracts, for finding articles in periodicals, are there; and 4) the Reference/Information Desk is there. The Reference/Information Desk is important to remember because this is where you can come to ask any questions you may have on using the library, beginning your research, finding films, etc., etc. There is someone at the Reference/Information Desk to help you all the time that the library is open.

In the Government Documents Room you will find federal documents of all kinds, as well as a collection of maps. The books in Government Documents have a system of organization which is different from that of the other books in the library and this will be explained later in this booklet.

Also on the second floor is the Circulation Desk, which is the first desk you see as you enter the library. This is where you come to check out books.

On the third floor of the library are the general book stacks for the letters N to Z. The books in the library (with the exception of abstracts, indexes, and government documents) are arranged according to the Library of Congress classification system which is alphabetical, A to Z. This system is discussed in more detail later in this booklet, under the section "Classification."

The PPRM Area is in the southeast corner of the third floor. The unbound issues of periodicals are there, as well as Reserve Books. Unbound issues of periodicals

are ones which are too recent to have been bound or which are left unbound in order to be better utilized. Sometimes unbound issues of periodicals can go back two or three years. A photocopy service is also operated out of this area.

Down the hall from the PPRM Area in Rooms 314 and 315 is the Microforms Area. This is where all the microforms and the machines to use them are located. Some books on microform are located in thia area and these are designated in the card catalog by one of the following words: "microfilm," "microfiche," or "microbook."

The library located on the South Center is the Special Collections Library and contains rare materials, as well as materials on Arizona and the Southwest. All of the official Arizona State documents are in this library. You have access to all the books and periodicals in the Special Collections Library through the main card catalog in the Reference Room. A book in this library will have the abbreviation Spec. Coll. (Special Collections) above the call number. See *Your NAU Library*, Discovery Series No. 20, for more information about the NAU Libraries.

1. *On which floor is the Reference/Information Desk located?* _____

Doing Research, A to Z

After reading through this section, you will be able to do research in the library. You will be able to define your research topic, as well as gather and organize your research materials. The basic research principles you learn in this booklet will apply to any library, no matter how large or small.

GOOD BEGINNINGS: Encyclopedias and Dictionaries

In beginning your research topic, you will first need to define your topic and get some general information on it. The best way to do this is to look up your topic in the general and/or specialized encyclopedias and dictionaries. All of these tools will be found in the Reference Room. On page 25 is a partial list of reference sources available in the Reference Room. This is just a sampling of the resources available in the Reference area and is not a complete list. It is meant to give you an idea of the many resources located in the North Center Library.

Examples of some general encyclopedias are:

Encyclopedia Americana	Reference AE 5 .E333 1976
Encyclopedia Britannica	Reference AE 5 .E363 1979
Colliers Encyclopedia	Reference AE 5 .C683 1972

Note: These call numbers begin with AE because they are general works (cover more than one general subject). See chart on page 8 for an outline of the organization of library books.

A few examples of specialized encyclopedias are:

Encyclopedia of World Art

Reference
N
31
.E533

☞ This call number begins with N because it is an art encyclopedia.

Encyclopedia of Astronomy

Reference
QB
14
.S28

☞ Remember what I said above about the organization of books? This is a QB call number because it is in Astronomy.

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology

Reference
RC
334
.I57

☞ And this one is in RC because those are the letters standing for Medicine.

The International Encyclopedia of Film

Reference
PN
1993.45
.I5
1972

☞ PN is the area for literature and film.

Please refer to page 25 for a more complete listing of subject encyclopedias and specific reference sources!

Encyclopedias can be especially helpful because they often have bibliographies at the end of articles.

2. Using one of the references above, find out when and where Bob Hope was born. _____

GENERAL DICTIONARIES

Dictionaries are a quick means to define terms. There are both general and special dictionaries. Some examples of general dictionaries are:

Webster's Third International Dictionary

Reference
Room Tables

Reference
PE
1625
.W36

There are several copies of this dictionary sitting out on the tables in the Reference Room. It ia a good source for determining meanings, pronunciation, derivation, and usage of words in the English language.

The Oxford English Dictionary

Reference
PE
1625
.M7
1933

☞ (This is a PE call letter because those are the letters for the English language)

This is a 12-volume set which gives the complete etymology of words in the English language. It covers the time period from 1150 to the end of the nineteenth century.

SUBJECT DICTIONARIES

In addition to the general dictionaries listed above, there are specialized dictionaries in many fields. A small sample of some of these is listed below:

Safire's Political Dictionary	Reference JK 9 .S2 1978
Dictionary of the Underworld	Reference PE 3726 .P3
Drugs From A to Z	Reference HV 5804 .L54 1974
The International Encyclopedia of Applied Mathematics	Reference QA 5 .I5

☞ (QA stands for Mathematics)

Taber's Cyclopedic Medical Dictionary	Reference R 121 .J18 1977

☞ (R is the area for Medicine)

3. Using one of the above references, define the term "buffer-lurking." _____

Getting Some Books Together

Probably the easiest way to find books in the library is through the card catalog. It is located in the Reference Room and is divided into three parts — author, title, and subject. As you come into the Reference room, you will see the three, large card catalogs just past the Reference/Information Desk (this is *not* the small card catalog next to the Reference Desk).

To look up a book by author or title is fairly straightforward. The author card catalog is labeled with orange labels and there is an orange sign on top of the cabinet which reads "AUTHOR." You look up a book in here by the author's last name (i.e., Robinson, Peter) to get the call number. Authors can also be "corporate bodies," such as organizations, institutions, companies, etc., and works by them can be looked up in the author card catalog. For example, if you were looking for a book by the National Association of Accountants, you could look under this entry in the author card catalog.

The title card catalog is labeled with blue labels. To look up a book by title, you look under the first word of the title which is *not* an article (a, an, or the). If you were looking for *The Complete Guide to Computers*, you would look under the word

"complete." Periodicals are also cataloged and listed in the card catalog. You can look them up either by author or by title. If you were looking for *Newsweek*, you would just look in the title card catalog for the call number of this periodical. If you were looking for the journal of the American Finance Association, you could look in the author card catalog under the name of the association or in the title card catalog under the title *Journal of the American Finance Association*.

The subject card catalog is a little more complex than the author or title card catalogs. It is the one with pink labels and a sign on top which says "SUBJECT." Let's suppose that you are looking for a book on World War I. If you were to look in the subject card catalog under World War I, you would find nothing. You might then assume that the library has nothing on that monumental subject. However, books on this topic are under the subject heading European War, 1914–1918. How can you find out about all these sneaky headings? By using the convenient guides provided for you in front of the card catalog called the *Library of Congress Subject Headings*. This is the actual, complete list of subject headings used in the card catalog. By referring to these large, red volumes in front of the subject card catalog, you will be able to find out the correct subject heading for books on your topic.

Below is a sample from the *Library of Congress Subject Headings* list to illustrate how you would find the correct subject heading:

Light type indicates heading is *not* used. "See" reference tells which heading should be used.

Witch weed
See Witchweed

Correct heading is in dark type.

Witchcraft *(Direct) (BF1563-1584; Folk-lore, GR530)*

"*sa*" means "see also." You will find related materials under these headings in the subject card catalog. These headings are more specific than the main heading.

sa Amulets
Charms
Demonology
Demonomania
Evil eye
Exorcism
Magic
Mana
Medicine-man
Metamorphosis (in religion, folk-lore, etc.)
Occult sciences
Ordeal
Trials (Witchcraft)
Voodooism

One "*x*" means these are not used as headings. Use main headings instead.

x Black art
Delusions
Sorcery

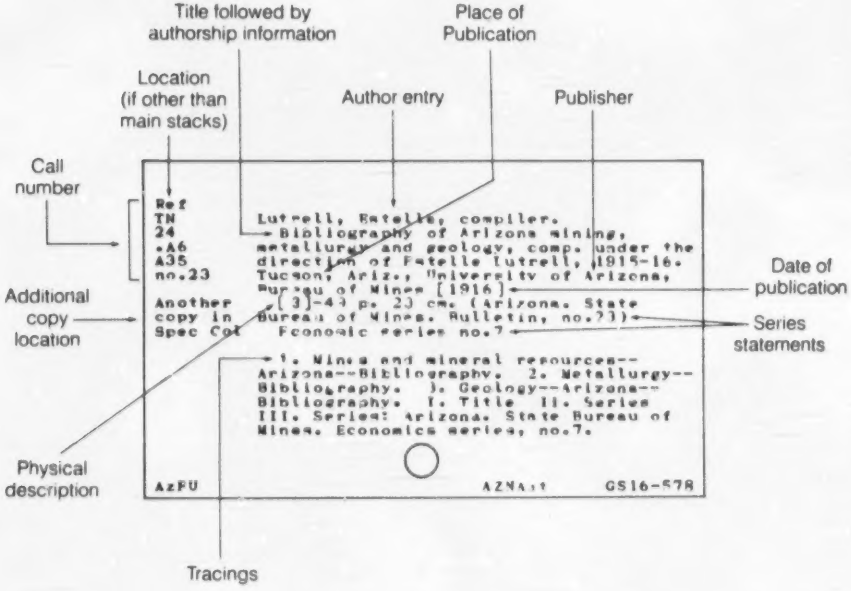
"*xx*" means there are also related materials under those headings. These headings are more general.

xx Demonology
Demonomania
Evil eye
Exorcism
Folk-lore
Hysteria
Magic
Metamorphosis (in religion, folk-lore, etc.)
Occult sciences
Spirits
Superstition
— Anecdotes, facetiae, satire, etc.
— Juvenile literature

For further information on the card catalog, see *The Card Catalog: A Guide to the Card Catalogs in the NAU Libraries*, NAU Library Discovery Series No. 19.

*4. What is the correct subject heading for books on sorcery?*_____

Once you have found the books you want in the card catalog, you will have to write down the call number and find the book in the library. The call number is in the upper left hand corner of the card:


Title followed by authorship information
Place of Publication
Location (if other than main stacks)
Author entry
Publisher
Call number
Ref
TN
24
.A6
A35
no.23
Lutrell, Estelle, compiler.
Bibliography of Arizona mining, metallurgy and geology, comp. under the direction of Estelle Lutrell, 1915-16. Tucson, Ariz., University of Arizona, Bureau of Mines [1916]
Date of publication
Another copy in Spec Col
[3]-44 p. 23 cm. (Arizona. State Bureau of Mines. Bulletin, no.??)
Economic series no.7
Series statements
Additional copy location
1. Mines and mineral resources--Arizona--Bibliography. 2. Metallurgy--Bibliography. 3. Geology--Arizona--Bibliography. I. Title II. Series III. Series: Arizona. State Bureau of Mines. Economics series, no.7.
Physical description
AzFU
AZNAst
GS16-578
Tracings

The NAU Libraries use the Library of Congress classification system. This system uses call numbers which always begin with one or more letters. The books are arranged in alphabetical order, from left to right on the shelves. For example, if you are looking for a book with this call number:

HV
9275
.H37

you would go to the section of the shelves which begins with the plain "H's." The diagram opposite explains this arrangement in more detail.

The books are arranged alphabetically

Plain H's HA's HB's (up to) HV's

Within the HV's, the arrangement is numerical:

HV 1	HV 2	HV 3	HV 6	HV 20
HV 101	HV 1001	HV 2000	(up to)	HV 9275

Arrangement of the HV 9275's is first alphabetical and then numerical:

HV 9275 .H37	HV 9275 .J65	HV 9275 .P34

Following the combination of one or more letters with a number, you will find a single capital letter followed by one or more digits. This is used to represent the author's name and is called the Cutter Number. Take, for example, the call numbers above:

H37 stands for Hardy
J65 stands for Jorgensen
P34 stands for Palmer

This system is used so that books are arranged on the shelves alphabetically by the author's name. These books are arranged in their correct order:

HV
9275
.C6

HV
9275
.C63

The numbers following the single capital letter are meant to be read as decimals, so that HV 9275.C6 would come before HV 9275.C63. The C6 is a larger decimal than the C63; therefore it would come first on the shelf.

(You can forget the Dewey Decimal System because it is not used in this library.)

5. Which of these call numbers would come first on the shelves?

N		NA		N		NA
12	or	2	or	120	or	2
.C26		.B6		.C26		.B16

Following is an outline of the Library of Congress Classification system. From this outline, you can see which letters are assigned to specific subject areas.

SUBJECT OUTLINE OF THE
LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A. GENERAL WORKS / POLYGRAPHY
- AC — Collections, Series
- AE — Encyclopedias (General)
- AG — General reference works
- AI — Indexes (General)
- AM — Museums
- AN — Newspapers
- AP — Periodicals (General)
- AS — Societies, Academies
- AY — Yearbooks (General)
- AZ — General history of knowledge and learning

B. PHILOSOPHY / RELIGION
- B — Collections, History, Systems
- BC — Logic
- BD — Metaphysics
- BF — Psychology
- BH — Aesthetics
- BJ — Ethics
- BL — Religions, Mythology
- BM — Judaism
- BP — Islam, Bahaism, Theosophy
- BQ —
- BQ — Buddhism
- BR — Church history
- BS — The Bible
- BT — Doctrinal Theology
- BV — Practical Theology
- BX — Special sects

C. AUXILIARY SCIENCES OF HISTORY
- CB — History of civilization and culture (General)
- CC — Archaeology
- CD — Diplomatics (Collections of documents, etc.), Archives, Seals
- CE — Chronology
- CJ — Numismatics, Coins
- CN — Epigraphy, Inscriptions
- CR — Heraldry
- CS — Genealogy

Don't be baffled by difficult research assignments.

CT — Biography, biography as an art, general collections, & individuals not identified with any country (Note: Biographies & autobiographies are generally found under particular subjects, & under names of countries, cities, etc.)

D. HISTORY & TOPOGRAPHY (Except America)

- D — General history
- DA — Great Britain
- DB — Austria-Hungary
- DC — France
- DD — Germany
- DE — Classical antiquity
- DF — Greece
- DG — Italy
- DH-DJ — Netherlands (Belgium, Luxembourg, Holland)
- DK — Russia, Poland, Finland
- DL — Scandinavia
- DP — Spain and Portugal
- DQ — Switzerland
- DR — Turkey & the Balkan States
- DS — Asia
- DT — Africa
- DU — Australia & Oceania
- DX — Gypsies

E & F. AMERICA (HISTORY & GEOGRAPHY)

- E — America (General) & U.S. (General)
- F — U.S. (Local) & America except U.S.

G. GEOGRAPHY / ANTHROPOLOGY

- G — Geography (General)
- GA — Mathematical & astronomical geography
- GB — Physical geography
- GC — Oceanography
- GF — Anthropogeography
- GN — Anthropology, Ethnology, Ethnography
- GR — Folklore
- GT — Manners & customs (General)
- GV — Recreation, Sports, Games

H. SOCIAL SCIENCES / SOCIOLOGY

- H — Social sciences (General)
- HA — Statistics
- HB — Economic theory
- HC — Economic history and conditions, National production
- HD — Economic history: agriculture & industries
- HE — Transportation & communication
- HF — Commerce (General)
- HG — Finance
- HJ — Public finance
- HM — Sociology (General & theoretical)
- HN — Social history, Social reform
- HQ — Sex relations, Family, Marriage, Home, Women
- HS — Associations (Secret societies, clubs, etc.)
- HT — Communities, classes
- HV — Social pathology, Philanthropy, Charities & corrections
- HX — Socialism, Communism, Anarchism, Bolshevism

J. POLITICAL SCIENCE

- J — Documents
- JA — General works
- JC — Political science, Theory of the state
- JF — Constitutional history (General)
- JK — United States
- JL — British America, Latin America
- JN — Europe
- JQ — Asia, Africa, Australia, & Pacific Islands
- JS — Local government
- JV — Colonies & colonization, Emigration & immigration
- JX — International law

K. LAW

L. EDUCATION

- L — General works
- LA — History of education
- LB — Theory & practice of education, Teaching
- LC — Special forms, relations & applications
- LD — Universities and colleges, U.S.
- LE — Univ. & col., America except U.S.
- LF — Univ. & col., Europe
- LG — Univ. & col., Asia, Africa, Oceania
- LH — University, college & school magazines, etc.
- LJ — College fraternities & their publications

M. MUSIC

- M — Music (Scores)
- ML — Literature of music
- MT — Music instruction & study

N. ART

- N — Fine arts (General)
- NA — Architecture
- NB — Sculpture & related arts
- NC — Graphic arts in general, Drawing & design, Illustration

ND — Painting
NE — Engraving, Prints
NK — Art applied to industry, Decoration & ornament

P. LANGUAGE & LITERATURE

P — Philology & linguistics (General)
PA — Classical languages & literature
PB — General works and Celtic
PC — Romance languages
PD — Scandinavian languages
PE — English language (General), Anglo-Saxon & Middle English
PF — Dutch, flemish, Afrikaans, & German languages
PG — Slavic languages & literatures
PH — Finno-Ugrian & Basque
PJ — Indo-Iranian, Indo-Aryan, Iranian, Armenian
PL — East Asian, African
PM — Hyperborean, American & artificial languages
PN — Literary history & collections (General)
PQ — Romance literatures
PR — English literatures
PS — American literature
PT — Germanic literatures
PZ
2001 — Science fiction (U of A)

Q. SCIENCE

Q — Science (General)
QA — Mathematics
QB — Astronomy
QC — Physics
QD — Chemistry
QE — Geology
QH — Natural history
QK — Botany
QL — Zoology
QM — Human anatomy
QP — Physiology
QR — Microbiology

R. MEDICINE

R — Medicine (General)
RA — Public health, Medical geography
RB — Pathology
RC — Practice of medicine, Psychiatry
RD — Surgery
RE — Opthalmology
RF — Otology, Rhinology, Laryngology
RG — Gynecology & obstetrics
RJ — Pediatrics
RK — Dentistry
RL — Dermatology
RM — Therapeutics
RS — Pharmacy & materia media
RT — Nursing
RV — Botanic, Thomsonian & eclectic medicine
RX — Homeopathy
RZ — Other systems of medicine

S. AGRICULTURE

S — Agriculture (General)
SB — Plant culture (General)
SD — Forestry
SF — Animal culture
SH — Fish culture & hatcheries
SK — Hunting, Camping

T. TECHNOLOGY

T — Technology (General)
TA — Engineering (General), Civil engineering
TC — Hydraulic engineering (harbors, rivers, canals)
TD — Sanitary & municipal engineering
TE — Roads & pavements
TF — Railroad engineering & operation
TG — Bridges
TH — Building construction
TJ — Mechanical engineering & machinery
TK — Electrical engineering & industries
TL — Motor vehicles, Cycles, Aeronautics
TN — Mineral industries, Mining, Metallurgy
TP — Chemical technology
TR — Photography
TS — Manufactures
TT — Trades, Handicrafts
TX — Home economics

U. MILITARY SCIENCE

U — Military science (General)
UA — Armies, Organization & distribution
UB — Administration
UC — Maintenance & transportation
UD — Infantry
UE — Cavalry
UF — Artillery
UG — Military engineering, Air forces
UH — Other services

V. NAVAL SCIENCE

V — Naval science (General)
VA — Navies, Organization & distribution
VB — Naval administration
VC — Naval maintenance
VD — Naval seamen
VE — Marines
VF — Naval ordnance
VG — Other services of navies
VK — Navigation, Merchant Marine
VM — Shipbuilding & marine engineering

Z. BIBLIOGRAPHY & LIBRARY SCIENCE

6. Which letters represent Psychology in the Library of Congress Classification System? _____

Periodicals and Newspapers

Finding information contained in periodicals and newspapers is a necessity in writing most research papers. The best way to find this information is through the indexes and abstracts located in the Reference Room.

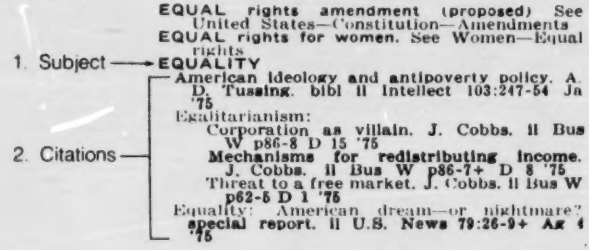
PERIODICALS

Periodicals go by a variety of names—magazines, journals, serials, etc. *Time*, *Newsweek*, and *The Journal of Applied Psychology* are all examples of periodicals. The library has subscriptions to more than 5,000 periodicals. Therefore, you should be able to find information on almost any topic.

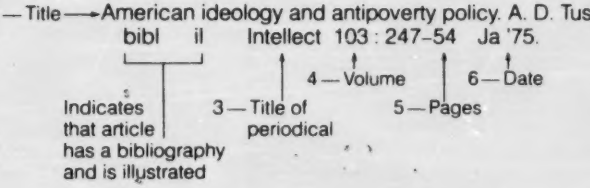
The quickest way to find this information is through the indexes and abstracts. See the NAU Library Discovery Series No. 5, *Abstracting and Indexing Services* for a complete list of the indexes and abstracts in the library.

A Look at Indexes and Abstracts

The basic difference between indexes and abstracts is that indexes give only a "citation" to an article, while abstracts give brief summaries of articles. Below is a sample from one of the most popular indexes, *The Reader's Guide to Periodical Literature*:


EQUAL rights amendment (proposed) See United States—Constitution—Amendments
EQUAL rights for women. See Women—Equal rights
1. Subject
EQUALITY
American ideology and antipoverty policy. A. D. Tussing. bibl il Intellect 103:247-54 Ja '75
Egalitarianism:
Corporation as villain. J. Cobbs. il Bus W p86-8 D 15 '75
2. Citations
Mechanisms for redistributing income. J. Cobbs. il Bus W p86-7+ D 8 '75
Threat to a free market. J. Cobbs. il Bus W p62-5 D 1 '75
Equality: American dream—or nightmare? special report. il U.S. News 79:26-9+ Ag 4 '75

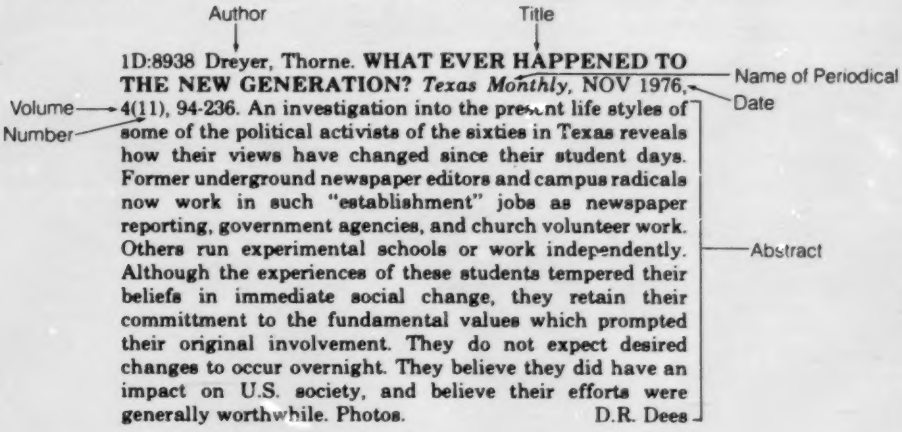
Below is a closer look at one of the above articles:



Note: Some periodical titles are abbreviated. Take for example citation #2 above. The periodical title is abbreviated Bus W. In front of the Reader's Guide is a list of these abbreviations, where you would find out that this stands for Business Week.

The Reader's Guide to Periodical Literature has been used as an example because it is a common and familiar index; however, the periodicals contained in it are popular rather than scholarly. Therefore, it may be better to use one of the specialized indexes such as the *Applied Science and Technology Index*, the *Art Index*, the *Humanities Index*, etc. Different indexes contain citations to different periodicals. This is why the *Reader's Guide* indexes popular science magazines such as *Scientific American* while the *Applied Science and Technology Index* indexes more scholarly periodicals such as *Applied Physics*. See page 25 for a partial listing of these indexes.

Abstracts are similar to indexes in that they also give access to articles in periodicals; however, they are different in that they give brief summaries of magazine articles. Below is a sample abstract from *Abstracts of Popular Culture*:


Author
Title
1D:8938 Dreyer, Thorne. WHAT EVER HAPPENED TO THE NEW GENERATION? Texas Monthly, NOV 1976,
Name of Periodical
Date
Volume
Number
4(11), 94-236. An investigation into the present life styles of some of the political activists of the sixties in Texas reveals how their views have changed since their student days. Former underground newspaper editors and campus radicals now work in such "establishment" jobs as newspaper reporting, government agencies, and church volunteer work. Others run experimental schools or work independently. Although the experiences of these students tempered their beliefs in immediate social change, they retain their committment to the fundamental values which prompted their original involvement. They do not expect desired changes to occur overnight. They believe they did have an impact on U.S. society, and believe their efforts were generally worthwhile. Photos. D.R. Dees
Abstract

As with indexes, there are abstracts in many different subject areas. An abstract is a good way to look up articles in magazines because you not only find citations to articles, but also summaries of them.

Abstracts are two-step indexes, which means you must consult two areas to find your information. To understand this process, look at the illustration below from *Psychological Abstracts*. If you are looking for articles on eye contact, for example, you would first consult the subject index to *Psychological Abstracts* and find this list of numbers:

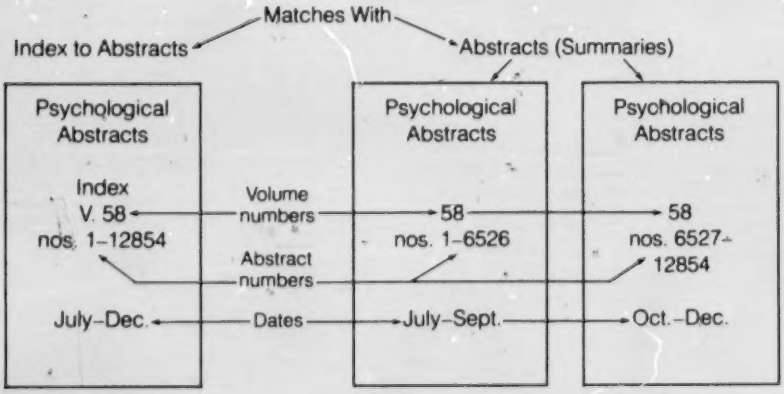
Extrinsic Rewards [See External Rewards]
Eye (Anatomy) [See Also Retina] 7851, 7930
Eye Contact 8842, 8878, 9200
Eye Disorders [See Also Color Blindness] 8751
Eye Movements 7694, 7695, 7788, 7860, 7861, 7888, 7918, 7953, 8049, 8055, 8135, 8493, 9977
Eysenck Personality Inventory 7583

Facial Expressions 8055, 8431, 8469, 8572
Facial Features 7914, 8469, 8691
Facial Muscles 8946
Facilitation (Social) [See Social Facilitation]
Factor Analysis [See Also Cluster Analysis, Interaction Analysis (Statistics)] 7558, 7590, 7596, 7610, 7643, 7646, 7647, 8489, 8496, 8612, 9769, 9773, 9784, 9790
Factorial Validity 7571, 8317
Factors (Sociocultural) [See Sociocultural Factors]
Factory Environments [See Working Conditions]

To find #8878, you would consult the separate abstract section for this abstract number (it is *not* a page number). This abstract will give you a citation for the article and a summary of the article.

> 8878. **Tipton, Robert M. & Rymer, Robert A.** (Virginia Commonwealth U) **A laboratory study of the effects of varying levels of counselor eye contact on client-focused and problem-focused counseling styles.** *Journal of Counseling Psychology*, 1978(May), Vol 25(3), 200–204. —Studied the effects of varying durations of counselor eye contact over 2 counseling conditions: (a) client-focused counseling style, defined as the counselor focusing on the client's thoughts and feelings about the presenting problem; and (b) problem-focused counseling style, defined as the counselor focusing on the problems themselves. 60 female undergraduates observed videotaped segments of counseling interviews depicting 1 of 6 conditions involving either client-focused or problem-focused counseling styles and either low, medium, or high counselor eye contact. Ss then rated the counselor on 3 dimensions of counselor effectiveness: genuineness, competence, and self-confidence. Results show that counselors using both counseling styles were rated progressively higher on all 3 dimensions from the low- to the medium- to the high-gaze condition. In the problem-focused condition, the counselor was rated lower on the genuineness factor than either competence or self-confidence. When broken down by gaze levels, these differences did not hold up for the high level of eye contact. There were no significant differences between counselor ratings on the 3 dimensions of counselor effectiveness for the client-focused condition. Results are discussed with respect to related research. —*Journal abstract.*

Be sure to match volume numbers and dates between the index and the abstracts. The example below shows how the six-month index of volume 58 for *Psychological Abstracts* matches with the abstracts for the same volume:



Locating Articles

Once you have gone through the process of locating citations to relevant articles, you need to find the actual articles in the library. Take the periodical listed below, for example. To find the *Journal of Counseling Psychology*, you would look in the NAU Periodical Holdings List which is located in the Reference Room and in the PPRM area. You would just look up this periodical by title in the Holdings List and you would get the correct call number for that periodical. You could also tell from this list when the Library started receiving a certain periodical. The entry for the *Journal of Counseling Psychology* would look like this:

Journal of Counseling Psychology ——→ Title of periodical
Columbus, Ohio ——→ Place of publication

BF 637 .C6Ja6 ——→ Call number

V. 1, 1954– ——→ Indicates that the NAU Library has this periodical from Volume 1, 1954 to date.

If the NAU Library has carried a journal only for a certain time, the entry in the Holdings List would look like this:

Gulf Coast Lumberman ——→ Title of periodical

HD 9757 .A2G8 ——→ Call number

v. 35–51, 1947–1963 ——→ Indicates that the NAU Library has this periodical from 1947 to 1963 *only*.

By looking in the NAU Periodical Holdings List, you will be able to find out everything you need to know about NAU periodicals, including their location. Some periodicals may be in Special Collections, Government Documents, or on microfilm and the Holdings List will give you this information. Periodicals may also be looked up by title in the title card catalog; however this will not give you any holdings information. It will give you the call number of the periodical, the date the periodical began, and general publication information. Periodicals can also be looked up by subject in the subject card catalog. For example, if you were looking for periodicals in Archaeology, you could find them listed in the subject card catalog under ARCHAEOLOGY–PERIODICALS.

Going back to the *Journal of Counseling Psychology*, all the bound issues of this periodical would be located on the first floor in the BF stack area. The bound issues of a periodical are the past issues which have been bound together for convenience. Some periodicals have not yet been bound either because they are too current to have been bound or because the periodicals are better utilized if unbound. These unbound periodicals are located in the PPRM Area on the third floor. The unbound issues of periodicals may go back several years. Therefore, if you are looking at the bound issues of a periodical and it stops abruptly at 1977, check in the PPRM Area. The unbound issues of that periodical from 1978 on will probably be located there, provided the library is still subscribing to that periodical.

☞ *REMEMBER! Whether you need help finding the best index for your topic or finding a periodical, ask for assistance at the Reference/Information Desk.*

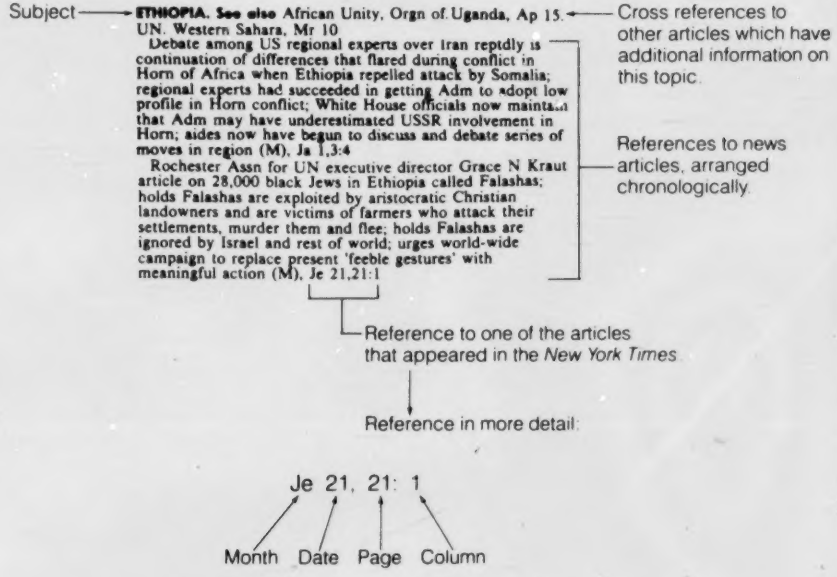
7. Look up Gustav Klimt in the Art Index *for November 76/October 77. How many articles and reproductions are listed?* _____

Newspapers

Newspapers are an important source of past and present news coverage. The NAU Library has the *New York Times* on microfilm back to 1851 and the *London Times* on microfilm back to 1785. The library also has other newspapers such as the *Arizona Republic*, the *Wall Street Journal*, and *Barron's*. The library subscribes to these national newspapers because they are major news sources and because they are well-indexed. Most of the Arizona newspapers are taken by the library because they are of local historical significance. The library also subscribes to several major regional newspapers which are representative of their region.

Most of these newspapers have indexes, which are located in the Reference Room. The *New York Times*, as one of the most important and comprehensive newspapers, has an index which is located on Index Table 3B in the Reference Room. The *London Times* also has an index on Index Table 3A in the Reference Room.

The *New York Times Index* can be used to illustrate how the newspaper indexes work. Below is a sample from the *New York Times Index*.


Subject
ETHIOPIA. See also African Unity, Orgn of. Uganda, Ap 15. UN. Western Sahara, Mr 10
Debate among US regional experts over Iran reptdly is continuation of differences that flared during conflict in Horn of Africa when Ethiopia repelled attack by Somalia; regional experts had succeeded in getting Adm to adopt low profile in Horn conflict; White House officials now maintain that Adm may have underestimated USSR involvement in Horn; aides now have begun to discuss and debate series of moves in region (M), Ja 1,3:4
Rochester Assn for UN executive director Grace N Kraut article on 28,000 black Jews in Ethiopia called Falashas; holds Falashas are exploited by aristocratic Christian landowners and are victims of farmers who attack their settlements, murder them and flee; holds Falashas are ignored by Israel and rest of world; urges world-wide campaign to replace present 'feeble gestures' with meaningful action (M), Je 21,21:1
Cross references to other articles which have additional information on this topic.
References to news articles, arranged chronologically.
Reference to one of the articles that appeared in the New York Times
Reference in more detail:
Je 21, 21: 1
Month
Date
Page
Column

The date above refers to the year for whatever year the index is. In this case, the yearly index was 1979. Be sure to note the year of the index you use so that you can match it with the correct daily newspaper article.

An article in the *New York Times Index* may be looked up by subject, topic, or personal name. Remember that "see also" references may provide information that is related to your topic. It is important to write down the year of the index you use and the complete citation to the article in order to find your article on microfilm.

8. Look up "Scotland Yard" in the 1954 New York Times Index. *What is the title of the first article listed?*_____

*8a. What is the citation to this article?*_____

Don't let the library bug you.

What's on Microfilm?

The above question is a commonly asked question, and with good reason. The NAU Library has a large collection of microforms. Most of them are located in the Microforms Room (Room 315) on the third floor of the building. Also located in the Microforms Area (Room 314) are machines for reading and making printed copies from microforms.

There is a large variety of information available on microforms. Many popular periodicals are on microfilm after 1977, such as *Newsweek*, *Time*, and *Business Week*. All the past issues of newspapers that the library carries are on microfilm. The library keeps the paper copy of the newspaper until the microfilm copy arrives, which is usually several months. Therefore, the several most recent months of a a newspaper will be in paper copy and the previous months will be on microfilm.

Some microforms are listed in the card catalog. These microforms will have a special designation, such as Microfilm, Microfiche, or Microbook. Other examples of microform collections are cards with the designations LAC (Library of American Civilization), LEL (Library of English Literature), and Early American Imprints. These are all collections which are on microforms.

For a complete listing of what is located in the Microform Collection, see the list in the Microforms Room or the booklet, *Microforms*, NAU Library Discovery Series No. 21.

Below is just a partial listing of the collections available in the Microforms Room, to give you an idea of the scope of the collection.

Afro-American Rare Books Collection
American Periodicals Series
American Statistical Index
Archives of Psychology
Botany Library on Microfiche
Carlos Montezuma Papers
China Missionaries Oral History Collection
Comprehensive Dissertation Index
Current Digest of the Soviet Press
Disclosure Inc. 10K Reports and Registration Statements
ERIC Collection
Government Documents Collection
HRAF — Human Relations Area File
Indian Photographs Collection
Library of American Civilization (LAC)
Library of English Literature (LEL)
Nuremberg Trials
Nixon Administration Watergate Collection
Radical Pamphlet Literature
Spanish Drama of the Golden Age
Tests on Microfiche
United Nations Archives

9. *Locate in the Microforms Room a book from the LAC collection with the number 10747. What is the title of this book?* _____

Government Documents

The Government Documents section of the library is on the second floor, east wing of the building. The NAU Library is a selective depository of government documents. This means we receive selected government documents automatically on the condition that we make them available to the public. The United States government is the most prolific publisher in the world, and has published information on many different topics — everything from UFO's to labor negotiations. Also included in Government Documents are government records, government research reports, statistics, laws, and court reports. This information can be an important resource in doing your research.

Some popular government documents are cataloged and in the main collection. These are listed in the card catalog and given a Library of Congress classification number (i.e., *The Congressional Record, The Occupational Outlook Handbook*, etc.). Selected other government documents which are important because of their reference value are listed in the card catalog with their Superintendent of Documents classification number (i.e., *The Federal Register*) and are located in Government Documents.

However, most of the U.S. goverment publications are not listed in the card catalog. The main way to access them is through an index in the Government Documents section called the *Monthly Catalog of United States Government Publications*. Government documents can be looked up in the *Monthly Catalog* by subject, author, title, or series.

Searching Government Documents

Information in government documents can be searched by subject, author, title, or series. The searching procedure in the *Monthly Catalog* is as follows.

If you are looking for information on occupations, for example, you would look in the subject index to the *Monthly Catalog*. You would find a list of citations under the heading "Occupations":

O

Occupations.
Guide for occupational exploration., 79-22977

Regional and residential impacts of the proposed Better jobs and income program /, 79-21933

Ocean mining — Law and legislation — United States.
Deep seabed mineral resources act : report together with additional views to accompany S. 493 /, 79-23543

Development of the hard mineral resources of the deep seabed : hearings before the Subcommittee on Mines and Mining of the Committee on Interior and Insular Affairs, House of Representatives, Ninety-sixth Congress, first session, on H.R. 2759 and H.R. 3268 ... May 1 and 22, 1979., 79-23414

Promoting the orderly development of hard mineral resources in the deep

You would determine which one you are interested in and note the entry after the citation. →

After locating the entry number, you would turn to the front of the *Monthly Catalog* and find the listing for the entry number. In this case, you would find the document listed below.

Employment and Training Administration — Labor Dept.

EMPLOYMENT AND TRAINING ADMINISTRATION
Labor Dept.
Washington, DC 20210

79-22975

L 37.2:C 68

United States. Employment and Training Administration. Office of Youth Programs.

Final report on prime sponsor utilization of colleges and universities in the implementation of CETA youth programs / U.S. Department of Labor, Employment and training, Office of Youth Programs. — [Washington] : Dept. of Labor, Employment and Training Administration, Office of Youth Programs, 1979.

20213

v, 63, 41 p. : graphs, map ; 28 cm.

Dept. of Labor Contract 99-8-1882-33-44.

●Item 780-A-1

1. University cooperation — United States. 2. United States — Full employment policies. 3. Education, Cooperative — United States. I. Title.

OCLC 5458132

79-22976

L 37.8:H 34

United States. Employment and Training Administration.

Health careers guidebook / U.S. Department of Labor, Employment and Training Administration, U.S. Department of Health, Education, and Welfare, Health Resources Administration. — 4th ed. — Washington : Dept. of Labor, Employment and Training Administration : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1979.

20402

x, 221 p. : ill. ; 28 cm.

●Item 780-A-3

S/N 029-000-00343-2

pbk. : $5.25

1. Medicine — Vocational guidance. I. United States. Health Resources Administration. II. Title.

OCLC 5428603

79-22977

L 37.8:Oc 1/2

United States. Employment and Training Administration.
Guide for occupational exploration. — Washington : Dept. of Labor, Employment and Training Administration : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1979.
20402
vi, 715 p. : ill. ; 28 cm.
S/N 029-013-00080-2
pbk. : $11.00
1. Occupations. 2. Vocational guidance. I. Title.

Description of Document

IMPORTANT! If you want to locate this document, you must write down this SUDOCS number because the documents are arranged by SUDOCS number in the Government Document Room.

By following this basic strategy, you wil be able to find information in government documents by subject, author, title, or series. There are many other indexes and reference books available in the Government Documents section. For more information about this, see *Government Documents*, NAU Library Discovery Series No. 9.

Government Classification

Government documents are arranged differently than the general book stacks. They are arranged by Superintendent of Documents numbers (SUDOCS numbers). In the SUDOCS system, documents are assigned beginning letters which stand for the government agency that issued the document. For example, a document put out by the Department of Agriculture called *Forest Service Organizational Directory* has this SUDOCS number:

A 13.36/2 : Or 3/2/978

(A is the letter for the Department of Agriculture)

Below is a listing of major government agencies and the letters by which their documents are arranged.

A—Agriculture Department
C—Commerce Department
D—Defense Department
E—Energy Department
EP—Environmental Protection Agency
ER—Energy Research and Development Administration
FA—Fine Arts Commission
FR—Federal Reserve System Board of Governors
FT—Federal Trade Commission
GA—General Accounting Office
GP—Government Printing Office
GS—General Services Administration
HE—Health, Education, and Welfare Department
HH—Housing and Urban Development Department
I—Interior Department
J—Justice Department
L—Labor Department
LC—Library of Congress
NA—National Academy of Sciences
NAS—National Aeronautics and Space Administration
NS—National Science Foundation
P—United States Postal Service
Pr—President of the United States
S—State Department
SBA—Small Business Administration
SE—Securities and Exchange Commission

SI—Smithsonian Institution
T—Treasury Department
TC—International Trade Commission
TD—Transportation Department
VA—Veterans Administration
Y—Congress (Including Senate, House of Representatives, Commissions, Committees, Boards, Reports, etc.)

10. Go to the Monthly Catalog *subject index for 1978. Look under the heading "France." The first document listed is called* Background Notes. *Locate this document in the* Monthly Catalog *for 1978. What is its SUDOCS number?* _____

The Reference Desk—One Last Word

The Reference/Information Desk is not only the place to go to ask questions, but also the place to go for a variety of services. Check at the Reference Desk for more information about these services:

Interlibrary Loan (ILL) This service is for students who need a book or a magazine article that the library does not have. Through ILL, the NAU Library can order books and articles from other libraries. There is no charge for books; however, there is a photocopy charge for magazine articles. You have to allow at least two weeks to receive materials through ILL. Ask at the reference Desk for ILL forms, if you want to use this service.

Study Rooms At the Reference Desk, you may reserve individual or group study rooms for a two-hour period. Several of the group study rooms have blackboards.

Typewriters There are five manual typewriters and one electric typewriter available for students to use in the library. Again, sign up for this at the Reference Desk.

Computer Terminals You may also reserve a computer terminal at the Reference Desk. There are two video terminals and one printing terminal available.

Pencils Pencils can be purchased at the Reference Desk.

Follow these easy steps and your term paper is as good as written . . .

1. List your topic: _____
   _____
   _____

2. Look at a relevant encyclopedia or dictionary to get an overview or general definition of your topic.
   Name of encyclopedia/dictionary: _____
   _____
   Subject headings under which information was found: _____
   _____
   _____

Notes:

3. Look in the *Library of Congress subject Headings* list. Make a list of *all* subject headings on your topic.

   Subject headings: _____

   How many books did you find? _____

Notes:

4. Now use periodical indexes and abstracts to find information for your topic. List below three periodical indexes or abstracts which you think would have information on your subject. Use the list of sources in the *Selected List of Reference Sources* on page 25. In your list, also note the subject headings under which you found information and the complete citations.

   A. Name of Index (or Abstract) _____
   Subject headings: _____
   Citations: _____

   B. Name of Index (or Abstract): _____
   Subject headings: _____
   Citations: _____

   C. Name of Index (or Abstract): _____
   Subject headings: _____
   Citations: _____

Notes:

5. If you think newspapers may be useful to you, look up an article in one of the newspaper indexes. List below the name of the newspaper index you used, the subject headings under which you found information, and the complete citation.

   Name of newspaper index: _____

   Subject headings: _____

   _____

   Citations: _____

   _____

   _____

   _____

Notes:

6. In the Government Documents Room, check the *Monthly Catalog* to see if you find any information on your topic. If so, write down the date of the *Monthly Catalog*, the subject headings, the entry numbers (from the subject index), and the SUDOCS numbers.

   Date of the *Monthly Catalog*: _____

   Subject headings: _____

   _____

   _____

   Entry numbers: _____

   _____

   SUDOCS numbers: _____

   _____

   _____

Notes:

IF YOU HAVE ANY OTHER QUESTIONS ON FINDING RESEARCH MATERIALS, ASK AT THE REFERENCE DESK.

Friendly reference librarian

Appendix A: A Selected List of Reference Sources

Subject Area	Call No. or Location
AGRICULTURE	
Biological and Agricultural Index. 1964–	Range* 7B
Diseases and Pests of Ornamental Plants. 1970.	Ref SB 608 07P5 1970
Exotic Plant Manual: Fascinating Plants to Live with— Their Requirements, Propagation and Use. 1972.	Ref SB 419 G675 1972
Forestry Handbook. 1955.	SD 371 F6
Wyman's Gardening Encyclopedia. 1971.	Ref SB 45 W97
ANTHROPOLOGY & ARCHEOLOGY	
Abstracts in Anthropology. 1970–	Range 9A
The American Negro Reference Book. 1966.	Ref E 185 D25
Concise Encyclopedia of Archaeology. 1971.	Ref CC 70 C6 1971
Dictionary of Anthropology.	Ref GN 11 W5 1970
Encyclopedia of Anthropology.	Ref GN 11 E52
Handbook of American Indians of North Mexico.	Ref E 76.2 H6 1969
A Handbook of Method in Cultural Anthropology. 1970.	GN 345 N37 1970a
Handbook of Middle American Indians.	Ref F 1434 H3
Handbook of Social and Cultural Anthropology. 1973.	GN 315 H642
Humanities Index. 1974–	Range 1B
Hundred Years of Anthropology. 1952.	GN 17 P4 1952
Larousse Encyclopedia of Archeology.	Ref CC 165 C4313 1972b
The Origin of Races. 1962.	GN 350 C6
Reference Encyclopedia of the American Indian.	Ref E 76.2 R4 1978
Social Sciences Citation Index. 1969–	Range 4B
Social Sciences Index. 1974–	Range 1B
The Student Anthropologist's Handbook: A Guide to Research, Training and Career. 1972.	Ref GN 42 F7
AQUATIC SCIENCES	
Aquatic Sciences and Fisheries Abstracts. 1971–	Range 9A
Field Book of Seashore Life.	Ref QH 91 M5 1950
ART & ARCHITECTURE	
Architectural Index. 1975–	Range 6B
Art in Life. 1965.	Ref AP 2 C566 1959
Art in Time. 1970.	Ref N 7225 H38
Art Index. 1929–	Range 6B
The Britannica Encyclopaedia of American Art. 1974.	Ref N 7225 H38
Encyclopedia of Modern Architecture. 1963.	Ref NA 680 E5
Encyclopedia of World Art.	Ref N 31 E533
Humanities Index. 1974–	Range 1B
Illustration Index (Greer) 1963–1971.	Ref N 7225 G72 1973
Index to Artistic Biography. 1973.	Ref N 40 H38
ASTROLOGY	
The Astrologer's Handbook	Ref BF 1708.1 S24 1973
Encyclopedia of Astrology	Ref BF 1655 D4
ASTRONOMY	
Astronomy and Astrophysics Abstracts. 1969–1971.	Range 9A
Encyclopedia of Astronomy	Ref QB 14 S28

*The word "Range" used in this section refers to the Ranges in the Reference Room only

Subject Area	Call No. or Location
McGraw-Hill Encyclopedia of Science and Technology	Ref Q 121 M3 1977
Times Atlas of the Moon. 1969.	Ref QB 595 U49
ATLASES	
Atlas of American History. 1943.	Ref E 179 A3
Atlas of the Universe. 1970.	Ref QB 44 M5425
Political Handbook and Atlas of the World; Parliaments, Parties and Press. 1927–	Ref JF 37 P6
Times Atlas of the World: Comprehensive Edition. 1971.	Ref G 1019 B395 1971
(Additional atlases are located in the map case of the Reference Room)	
BIBLIOGRAPHIES	
The Bibliographic Index; a Cumulative Bibliography of Bibliographies. 1937–	Range 7A
Cumulative Book Index, a World List of Books in the English Language. 1933–	Technical Services Area
Books in Print.	Reference Desk
BIOGRAPHY	
Biography Index. 1946–	Range 7A
Current Biography. 1940–	Ref CT 100 C8
Dictionary of American Biography.	Ref E 176 D56
Dictionary of National Biography.	Ref DA 28 D452
Directory of American Scholars.	Ref LA 2311 C32
International Who's Who. 1967–	Ref CT 120 I5
McGraw-Hill Encyclopedia of World Biography.	Ref CT 103 M27
Biographical Directory of the American Congress. 1971.	Gov. Doc. 85-2 H Doc. 442
Who Was Who in America. 1897–	Ref E 176 W64
Who's Who, an Annual Biographical Dictionary. 1937–	Ref DA 28 W6
Who's Who in America. 1912–	Ref E 663 W65
BIOLOGY	
Biological and Agricultural Index. 1964–	Range 7B
Biological Abstracts. 1926–	Range 9A & 9B
Bioresearch Index. 1967–	Range 10A
Encyclopedia of the Biological Sciences. 1970.	Ref QH 13 G7 1970
BOOK REVIEWS	
Book Review Digest. 1905–	Range 2A
Book Review Index. 1965–	Range 2A
Book Reviews in Periodicals	Range 2A
Current Book Review Citations. 1977–	Range 2A
An Index to Book Reviews in the Humanities. 1961–	Range 2A
BOTANY	
Botanical Abstracts. 1918–1926.	Range 10A
A Dictionary of Useful and Everyday Plants and Their Common Names. 1974.	Ref QK 13 H68 1974
A Guide to the Medicinal Plants of the United States. 1973.	Ref RS 81 K76 1973
Wildflowers of the United States. 1966–1975.	Ref QK 115 R5

Subject Area	Call No. or Location
BUSINESS & MANAGEMENT	
Accountant's Index. 1948–	Range 5B
Business Periodicals Index. 1958–	Range 5B
Consumers Index to Product Evaluations and Information Sources. 1973–	Ref TX 335 A1C65
Dictionary of Economic Terms. 1970.	Ref HB 61 G47 1970
Dictionary of Economics. 1970.	Ref HB 62 S54 1970
Encyclopedia of Banking and Finance. 1973.	Ref HG 151 M8 1973
Encyclopedia of Management. 1973.	Ref HD 19 H4 1973
Insurance Almanac. 1971–	Ref HG 8019 I5
McGraw-Hill Dictionary of Modern Economics. 1973.	Ref HB 61 M16 1973
Personnel Management Abstracts. 1968–	Range 15B
Public Affairs Information Service. 1915–	Range 2B
Statistical Abstract of the United States. 1879–	Gov. Docs. Desk
Thomas' Register of American Manufacturers.	Ref T 12 T6
Wall Street Journal Index. 1966–	Range 5B
CHEMISTRY	
Applied Science and Technology Index. 1930–	Range 7B
Chemical Abstracts. 1907–	Range 10A & 10B & 11A
Electrical and Electronics Abstracts. 1974.	Range 13A
The Encyclopedia of Chemistry.	Ref QD 5 E58 1973
Kirk-Othmer Encyclopedia of Chemical Technology.	Ref TP 9 E685 1978
Langes Handbook of Chemistry. 1979.	Ref QD 65 L36 1979
Handbook of Chemistry and Physics.	Ref QD 65 H3
COMPUTER SCIENCE	
Applied Science and Technology Index. 1930–	Range 7B
Computer and Information Systems Abstracts. 1969–	Range 12A
Computer Programs Directory. 1974.	Ref QA 76.6 A8 1974
Computer Software, 1979.	Ref HF 5548 044
Dictionary for Computer Language.	Ref QA 76.5 B73 1966
Encyclopedia of Computer Science.	Ref QA 76.15 E48 1976a
Encyclopedia of Electrochemistry of the Elements.	QD 551 B37
Handbook of Chemistry and Physics. 1974.	Ref QD 65 H3
McGraw-Hill Encyclopedia of Science and Technology.	Ref Q 121 M3 1977
CRIMINOLOGY	
Criminal Justice Abstracts. 1974–	Range 12A
Criminal Justice Periodical Index. 1975–	Range 5A
Dictionary of Criminology.	Ref HV 6017 N5
Law Enforcement and Criminal Justice Education Directory.	Ref HV 8143 L36
CRITICISM	
Contemporary Literary Criticism.	Ref PN 771 C59
A Guide to Critical Reviews, American Drama.	Reference Desk
Masterplots.	Ref PN 44 M33 1976
Poetry Explicator.	Reference Desk
Twentieth Century Short Story Explication.	Reference Desk

Subject Area	Call No. or Location
DICTIONARIES	
Cassell's German Dictionary.	Ref PF 3640 B453 1978
Cassell's Spanish Dictionary.	Ref PC 4640 C35 1968
Dictionary of American Slang.	Ref PE 3729 U5W4 1967
Harrap's New Standard French and English Dictionary. 1972.	Ref PC 2640 H32 1972a
New Century Cyclopedia of Names. 1954.	Ref PE 1625 C43 1954
Oxford English Dictionary.	Ref PE M7 1933
Oxford Russian-English Dictionary. 1972.	Ref PG 2640 W5
Portugese-English Dictionary. 1970.	Ref PC 5333 T3 1970
Random House Dictionary of the English Language. 1976.	Ref PE 1625 R3 1973
Webster's Biographical Dictionary.	Ref CT 103 W4 1972
Webster's New Collegiate Dictionary. 1977.	Ref PE 1628 W4M4 1977
Webster's New Geographical Dictionary. 1972.	Ref G 103 W45 1972
Webster's Thesaurus.	Ref PE 1591 W38
Webster's Third New International Dictionary of the English Language. 1976.	Ref PE 1625 W36 1976
EARTH SCIENCES	
Encyclopedia of Geochemistry and Environmental Sciences. 1972.	Ref QE 515 F24
Encyclopedia of Minerals. 1974.	Ref QE 355 R6
Water Encyclopedia. 1970.	Ref TD 351 T63
Weather Almanac. 1974.	Ref QC 983 R83
EDUCATION	
Business Education Index. 1956–	Range 1A
College Student Personnel Abstracts. 1967–	Range 11B
Current Index to Journals in Education. 1969–	Range 1A
Dictionary of Education. 1973.	Ref LB 15 G6 1973
Directory of American Scholars.	Ref LA 2311 C32
Education in the States. 1969.	Ref LA 205 C58
Education Index. 1929–	Range 1A
Education Yearbook. 1972–	Ref L 101 U6E36
Encyclopedia of Careers and Vocational Guidance. 1978.	Reference Desk
Encyclopedia of Education.	Ref LB 15 E47
Encyclopedia of Educational Research. 1969.	Reference Desk
ERIC/Resources in Education. 1956–	Range 1A
Exceptional Child Education Abstracts. 1969–	Range 14B
Handbook of Adult Education. 1970.	Ref LC 5251 H28
International Encyclopedia of Higher Education. 1977.	Ref LB 15 157
Yearbook of Special Education. 1975.	Ref LC 3993.9 Y42
ENCYCLOPEDIAS	
Collier's Encyclopedia.	Ref AE 5 C683 1972
Encyclopedia Americana.	Ref AE 5 E333
Encyclopaedia Britannica.	Ref AE 5 E363 1974
Encyclopedia of Associations.	Reference Desk
Encyclopedia of World History, Ancient, Medieval, and Modern. 1972.	Ref D 21 L27 1972
The New Columbia Encyclopedia. 1974.	Ref AG 5 C725 1974

Library maps are available in the lobby.

Subject Area	Call No. or Location
The New Lincoln Library Encyclopedia.	Ref AG 105 L55 1978
Reader's Encyclopedia. 1965.	Ref PN 41 B4
ENERGY	
Applied Science and Technology Index. 1930–	Range 7B
Energy Dictionary.	Ref TJ 163.2 H87
Energy Information Abstracts. 1979–	Range 13A
Energy Reference Handbook.	Ref TJ 163.2 S84 1977
McGraw-Hill Encyclopedia of Energy.	Ref TJ 163.2 M3
McGraw-Hill Encyclopedia of Science and Technology.	Ref Q 121 M3 1977
ENGINEERING AND TECHNOLOGY	
Applied Science and Technology Index. 1930–	Range 7B
Chemical and Process Technology Encyclopedia. 1974.	Ref TP 9 C49
The Complete Encyclopedia of Motor Cars 1885–1960.	Ref TL 15 G39
Dictionary of Architecture and Construction. 1975.	Ref NA 31 H32
Electrical and Electronics Abstracts. 1974–	Range 13A
Elsevier's Dictionary of Chemical Engineering. 1969.	Ref TP 9 E38
Encyclopedia of Instrumentation and Controls. 1972.	Ref Q 185 E52
Engineering Encyclopedia. 1963.	Ref TA 9 J65 1963
Engineering Index. 1928–	Range 13A
Motor's Auto Repair Manual.	Reference Desk
Railroads. 1975.	Ref Z 7231 C67
Standard Handbook of Engineering Calculations. 1972.	Ref TA 151 H52
ENVIRONMENTAL SCIENCES	
Ecological Abstracts. 1974–	Range 13A
Environmental Bibliography. 1972–	Range 4A
Environmental Index. 1972–	Range 4A
Handbook of Environmental Control. 1972.	Ref TD 145 C2 NAU has V. 1–5
McGraw-Hill Encyclopedia of Environmental Science. 1974.	Ref QH 540.4 M3
The New York Times Encyclopedic Dictionary of the Environment. 1971.	Ref TD 173 S27 1971
Oceanic Abstracts. 1977–	Range 15B
Pollution Abstracts. 1970–	Range 15A
Selected Water Resources Abstracts. 1968–	Range 15A
ETHNOLOGY	
Abstracts of Popular Culture. 1977–	Range 15A
Ethnographic Atlas.	Ref GN 405 M8
Human Relations Area File.	Microforms Room
Index to Literature on the American Indian.	Ref Z 1209 I5
FILM AND DRAMA	
Humanities Index. 1974–	Range 1B
International Encyclopedia of Film.	Ref PN 1993.45 I5 1972
McGraw-Hill Encyclopedia of World Drama.	Ref PN 1625 M3
New York Times Films Reviews.	Ref PN 1995 N4
New York Times Theater Reviews.	Ref PN 1581 N4

Subject Area	Call No. or Location
FORESTRY	
Forestry Abstracts. 1939–	Range 14B
Forestry Economics.	Ref Z 5991 R8
North America Forest History.	Ref Z 5991 D33
World Forest Inventory.	Ref SD 131 F67
GENETICS	
Genetics Abstracts. 1975–	Range 14B
A Glossary of Genetics.	Ref QH 431 R4913 1968
GEOGRAPHY	
Dictionary of Geography.	Ref G 103 M6 1965a
Geo Abstracts. 1969–	Range 14B
A Guide to Geographic Periodicals. 1972.	Ref Z 6003 S5 1972
Larousse Encyclopedia of World Geography. 1965.	Ref G 115 G55343
Webster's New Geographical Dictionary.	Ref G 103 W45 1972
GEOLOGY	
Abstracts of North American Geology. 1966– (Formerly GeoScience Abstracts, 1959–1966.)	Range 14B
Bibliography and Index of Geology. 1933–	Range 14B
Encyclopedia of World Regional Geology.	Ref QE 5 F33
Environment Index. 1972–	Range 4A
The Planet We Live On. (Geology Encyclopedia)	Ref QE 5 P55 1976
GOVERNMENT	
Biographical Directory of the American Congress 1774–1961	LAC 14938-40
Editorial Research Reports.	Ref E 169.12 E3
Monthly Catalog to U.S. Government Publications. 1885–	Govt. Docs.
Official Congressional Directory for the Use of the United States Congress.	Ref. Desk
Public Affairs Information Service. 1915–	Range 2B
United States Government Manual.	Ref. Desk
HISTORY	
Album of American History. 1969.	Ref E 178 A24
America: History and Life. 1964–	Range 9A
Atlas of American History.	Ref E 179 A3
Chronological History of the Negro in America. 1969.	Ref E 185 B46
A Dictionary of American English on Historical Principles. 1936–1944.	Ref PE 2835 C72
Dictionary of American History.	Ref E 174 D52 1976
Documents of American History. 1973.	Ref E 173 C66 1973
Encyclopedia of Latin America. 1974.	Ref F 1406 E 52
Encyclopedia of Military History. 1970.	Ref D 25 A2D8
Encyclopedia of the American Revolution. 1974.	Ref E 208 B68 1974
An Encyclopedia of World History, Ancient, Medieval and Modern; Chronologically Arranged. 1972.	Ref D 21 L27 1972
Historical Abstracts. 1955–	Range 14B
Humanities Index. 1974–	Range 1B
International Index to Periodicals, 1916–1962.	Range 1B
Poole's Index to Periodical Literature, 1802–1906.	Range 1B

Subject Area	Call No. or Location
HOME ECONOMICS	
Almanac of the Canning, Freezing and Preserving Industry.	Ref TX 599 C4
Encyclopedia of Food Technology. 1974.	Ref TX 349 J66
Handbook of Food Additives. 1968.	Ref TX 553 A3C2 1972
Home Economics Research Abstracts. 1963–1968.	Ref Z 5775 A631
JOURNALISM	
An Annotated Journalism Bibliography.	Ref Z 6940 P69
Encyclopedia of Advertising. 1969.	Ref HF 5803 G68 1969
Handbook of Advertising Management. 1970.	Ref HF 5823 B314
The Language of Journalism.	Ref PN 4728 K4
LANGUAGE	
Abstracts of English Studies. 1958–	Range 14B
Bibliography of American Doctoral Dissertations in Linguistics, 1900–1964.	Ref Z 7001 R8
Dictionary of Language and Linguistics.	Ref P 29 H34 1972b
MLA Abstracts of Articles in Scholarly Journals. 1971–	Range 7A
MLA Bibliography. 1970–	Range 7A
LATIN AMERICA	
Handbook of Latin American Studies.	Ref Z 1605 H23
Index to Latin American Periodical Literature, 1929–1960. 1961–1965. 2 Vols. 1968.	Ref Z 1601 P 16
Index to Latin American Periodicals. 1961–1965.	Ref Z 1605 I55 (1961)
Latin American Leaders.	Ref F 1407 D29
The South American Handbook.	Ref F 1401 S71
LAW	
Black's Law Dictionary. 1968.	Ref KF 156 B53 1968
Bouvier's Law Dictionary.	Ref KF 156 B6 1934
Encyclopedic Dictionary of Business Law. 1961.	Ref KF 887 P7
Index to Legal Periodicals, 1973–	Range 5A
LIBRARY SCIENCE	
American Library Directory.	Reference Desk
A Bibliography of Librarianship.	Ref Z 666 B96 1970
The Librarian's Glossary of Terms.	Ref Z 1006 H32 1977
Library Literature. 1933–	Range 6A
LITERATURE	
The American Novel, a Checklist of Twentieth Dentury Criticism. 1961–1970.	Ref Z 1231 F4G4
Book Review Digest. 1905–	Range 2A
Book Review Index. 1965–	Range 2A
Cambridge History of American Literature. 1917–1921.	Ref PS 88 C3
Cassell's Encyclopedia of World Literature. 1973.	Ref PN 41 C3 1973
The Concise Encyclopedia of English and American Poets and Poetry. 1963.	Ref PR 19 S6
Contemporary Literary Criticism.	Ref PN 771 C59

Subject Area	Call No. or Location
The Contemporary Novel, a Checklist of Critical Literature on the British and American Novel since 1945. 1972.	Ref Z 1231 F4Aa34
The Continental Novel, a Checklist of Criticism in English 1900–1966. 1968.	Ref Z 5916 K4
Crowell's Handbook of Contemporary American Poetry. 1974.	Ref PS 323.5 M3
Encyclopedia of Mystery and Detection. 1976.	Ref Z 5784 M657
Encyclopedia of Science Fiction and Fantasy. 1974.	Ref Z 5917 S36T83
Encyclopedia of World Literature in the 20th Century.	Ref PN 774 L433
English Novel Explication: Criticisms to 1972. 1973.	Ref Z 2014 F6P26
Essay and General Literature Index. 1900–	Range 7A
Familiar Quotations (Bartlett's). 1968.	Ref PN 6081 B27 1968
A Handbook to Literature. 1972.	Ref PN 41 H6 1972
Humanities Index, 1974–	Range 1B
The International Thesaurus of Quotations. 1970.	Ref PN 6081 T77
A Library of Literary Criticism: Modern Latin American Literature. 1975.	Ref PR 473 T4
Literary History of the United States (Spiller's) 1974.	Ref PS 88 L53
Literary Terms: A Dictionary. 1975.	Ref PN 44.5 B334 1975
A Manual for Writers of Term Papers, Theses, and Dissertations. 1973.	Ref PR 473 T4
A Library of Literary Criticism: Modern Latin American Literature. 1975.	Ref PR 473 T4
Literary History of the United States (Spiller's). 1974.	Ref PS 88 L53
Literary Terms: A Dictionary. 1975.	Ref PN 44.5 B334 1975
A Manual for Writers of Term Papers, Theses, and Dissertations. 1973.	Ref LB 2369 T8
MLA Abstracts.	Range 7A
MLA International Bibliography. 1921–	Range 7A
Oxford Companion to American Literature. 1965.	Ref PS 21 H3 1965
Princeton Encyclopedia of Poetry and Poetics. 1975.	Ref PN 1021 E5 1974
The Reader's Encyclopedia. 1965.	Ref PN 41 B4 1965
Social Science and Humanities Index. 1958–1974.	Range 1B
Twentieth Century Authors. 1955.	Ref PN 771 K86
World Authors, 1950–1970.	Ref PN 451 W3
World Encyclopedia of Comics. 1976.	Ref PN 6710 W6
MATHEMATICS	
Handbook of Applied Mathematics. 1966.	Ref TA 330 G7 1966
Handbook of Mathematical Tables and Formulas. 1973.	Ref QA 47 B8 1972
Mathematical Handbook for Scientists and Engineers. 1968.	Ref QA 40 K598 1968
Mathematical Reviews. 1940–	Range 14A
The Universal Encyclopedia of Mathematics. 1964.	Ref QA 5 U5413
MEDICINE AND HEALTH	
Black's Medical Dictionary.	Ref R 121 T47 1976
Current Therapy. Latest Approved Methods of Treatment for the Practicising Physician.	Ref RM 101 C87
Dental Abstracts. 1956–	Range 12A

Subject Area	Call No. or Location
Dictionary of Medical Syndromes. 1971.	Ref FC 69 M33
Drugs in Current Use and New Drugs.	Ref RS 79 D7
Encyclopedia of Sport Sciences and Medicine. 1971.	Ref RC 1210 E5
Handbook of Vitamins and Hormones. 1973.	Ref RM 259 K88
Hospital Lterature Index. 1978–	Range 8B
Index Medicus. 1960–	Range 14A
Mental Retardation Abstracts. 1964–1973.	Range 14A
Merck Manual of Diagnosis and Therapy. 1977.	Ref RC 55 M4
Stedman'e Medical Dictionary. 1972.	Ref R 121 S8 1976
METEOROLOGY	
The Encyclopedia of Atmospheric Sciences and Astrogeology.	Ref QC 854 F34
Glossary of Meterology.	Ref QC 854 G55 1970
Guide to Meteorlogical Instrument and Observing Practices.	Ref QC 851 W6445 No. 8
Meteorological and Geoastrophysical Abstracts. 1950–	Range 14A
MICROBIOLOGY	
CRC Handbook of Microbiology.	Ref QR 41.2 C2
Dictionary of Microbiology.	Ref QR 9 J18
Microbiology Abstracts. 1977–	Range 15B
MILITARY SCIENCE	
Almanac of World Military Power. 1974.	Ref UA 15 09 1974
Dictionary of Battles. 1971.	Ref D 25 A2Y68 1977
A Dictionary of Modern War.	Ref U 24 L93 1971
Dictionary of Weapons and Military Terms. 1973.	Ref UA 24 Q5
Doctoral Dissertations in Military Affairs: Bibliography.	Ref Z 6721 M46
Soviet Sources of Military Doctrine and Strategy.	Ref Z 6725 R9S35
MUSIC AND DANCE	
The Dance Encyclopedia.	Ref GV 1585 C5 1967
Dictionary of Contemporary Music. 1974.	Ref ML 100 V55
Dictionary of Music and Musicians (Groves). 1954.	Ref ML 100 G8863
The Encyclopedia of Jazz. 1960.	Ref ML 3561 S3E55
Grove's Dictionary of Music & Musicians.	Ref ML 100 G882 1927
Humanities Index. 1974–	Range 1B
Illustrated Encyclopedia of Rock. 1977.	Ref ML 102 P6614
Music Article Guide. 1971–	Range 6B
Music Index. 1949–	Range 6B
The Oxford Companion to Music. 1970.	Ref 100 S37 1970
MYTHOLOGY, FOLKLORE, AND THE SUPERNATURAL	
Brewer's Dictionary of Phrase and Fable. 1970.	Ref PN 43 B65 1970B
Crowell's Handbook of Classical Mythology. 1970.	Ref BL 303 T75 1970
Encyclopedia of Superstitions. 1961.	Ref BF 1775 R3 1961A
Encyclopedia of Witchcraft and Demonology. 1959.	Ref BF 1503 R6
The Golden Bough: A Study in Magic and Religion.	Ref BL 310 F7 1935
Man, Myth, and Magic. 1970.	Ref BF 1407 M3
NEWSPAPER & GENERAL PERIODICAL INDEXES	
Access. 1975–	Range 1B

Microforms are definitely the trend of the future.

Subject Area	Call No. or Location
Index to the Christian Science Monitor International Daily Newspaper. 1968–	Range 3B
New Periodicals Index. 1978–	Range 1B
Popular Periodical Index. 1974–	Range 1B
Reader's Guide to Periodical Literature. 1900–	Range 1B
The Times Index (London). 1785–	Range 3A
Wall Street Journal Index. 1966–	Range 5B
NURSING	
Encyclopedia of Nursing.	Ref RT 21 E5
International Nursing Index. 1966–	Range 8B
Nursing Literature Index. 1956–	Range 8B
Nursing Studies Index. 1900–1959.	
NUTRITION AND FOOD SCIENCE	
Basic Nutrition Facts.	Ref Z 6663 N9N3 No. 6
Dictionary of Nutrition and Food Technology.	Ref TX 349 B4 1968
McGraw-Hill Encyclopedia of Food, Agriculture, and Nutrition.	Ref TX 349 M2
Nutrition Abstracts and Reviews. 1975–	Range 15B
OCEANOGRAPHY	
Ocean Research Index.	Ref GC 10 026
Oceanographic Abstracts and Bibliography. 1977–	Range 15B
Oceanography Information Sources.	Ref GC 37.5 N3
Rand McNally Atlas of the Oceans.	Ref G 2800 R25
PHILOSOPHY	
Dictionary of Philosophy.	Ref B 41 R8 1960A
Dictionary of the History of Ideas.	Ref CB 5 D52 v. 1–4
Encyclopedia of Philosophy.	Ref B 41 E5
Humanities Index. 1974–	Range 1B
Philosophical Dictionary.	Ref B 43 B713
Philosopher's Index. 1967–	Range 15B
PHYSICAL EDUCATION AND RECREATION	
Encyclopedia of Physical Education.	Ref GV 207 .E53
HPESR Abstracts. 1971–1973.	Range 14B
Health, Physical Education, and Recreation Microform Publications.	Range 1A
Oxford Companion to World Sports & Games.	Ref GV 207 .093
Physical Education Index. 1978–	Range 1A
Physical Fitness/Sports Medicine. 1978–	Range 1A
PHYSICS	
Concise Dictionary of Physics and Related Subjects.	Ref QC 5 T5 1973
Encyclopedia of Physics.	Ref QC 5 B44 1974
Handbook of Chemistry and Physics.	Ref QD 65 H3
McGraw-Hill Encyclopedia of Science and Technology.	Ref Q 121 M3 1977
Physics Abstracts. 1934–	Range 15B
POETRY	
Granger's Index to Poetry.	Ref PN G7 1973
Index to Criticisms of British and American Poetry.	Ref PR 89 C5

Subject Area	Call No. or Location
Poetry Explication: A Checklist of Interpretation Since 1925 of British and American Poems	Ref Z 2014 P7K8
POLITICAL SCIENCE	
ABC Pol Sci—Political Science Abstracts. 1975–	Range 2B
Dictionary of Politics.	Ref D 419 L36 1973a
Editorial Research Reports.	Ref E 169.12 E3
Facts on File. 1941–	Ref D 410 F3
History of American Presidential Elections, 1789–1968.	Ref E 183 S28
International Political Science Abstracts. 1951–	Range 15A
International Relations Dictionary.	Ref JX 1226 P55
Marxism, Communism, and Western Society: A Comparative Encyclopedia.	Ref AE 5 M27
New York Times Index. 1851–	Range 3B
Newsbank. 1979–	Range 1B
Political Handbook and Atlas of the World.	Ref JF 37 .P6
Public Affairs Information Service (PAIS). 1915–	Range 2B
Social Sciences Index. 1974–	Range 1B
Statesman's Year Book.	Reference Desk
United States Government Manual.	Govt. Docs. Reference
Worldmark Encyclopedia of the Nations.	Ref G 103 W65 1971
PSYCHOLOGY	
Dictionary of Behavioral Science.	Ref BF 31 W64
Encyclopedia of Mental Health.	Ref RA 790 E56
Encyclopedia of Psychology.	Ref BF 31 E522
Mental Measurements Yearbook.	Ref Z 5814 P8 B932
Psychological Abstracts. 1927–	Range 15A
Social Sciences Citation Index. 1969–	Range 4B
Social Sciences Index. 1974–	Range 1B
RADIO AND TELEVISION	
American Movies Reference Book: The Sound Era.	Ref PB 1993.5 M532
Broadcasting Yearbook.	Reference Desk
Filmgoer's Companion.	Ref PN 1993.45 H3 1974
Focal Encyclopedia of Film and Television Techniques.	Ref TR 847 F62 1969
International Motion Picture Almanac.	Ref PN 1993.3 I55
REFERENCE BOOKS—GENERAL	
Books In Print.	Reference Desk
Guide to Reference Material.	Reference Desk
Sheehy's Guide to Reference Books.	Reference Desk
RELIGION	
Dictionary of Comparative Religion	Ref BL 31 D54 1970
Encyclopedia Judaica	Ref DS 102.8 E496
Encyclopedia of Religion and Ethics	Ref BL 31 E4
Index to Religious Periodical Literature, 1971–	Range 6A
New Catholic Encyclopedia.	Ref BX 841 N44 1967
Religious and Theological Abstracts, 1971–	Renge 15A
SCIENCE—GENERAL	
Applied Mechanics Review. 1948–	Range 14A
Applied Science and Technology Index. 1930–	Range 7B

Subject Area	Call No. or Location
American Men and Women of Science.	Ref Q 141 A47
Engineering Index. 1928–	Renge 13A
Harper Encyclopedia of Science.	Ref Q 123 H26 1967
McGraw-Hill Encyclopedia of Science and Technology.	Ref Q 1 M13
McGraw-Hill Yearbook of Science and Technology. 1966–	Ref Q 1 M13
Metals Abstracts Index. 1973–	Range 14A
Nuclear Science Abstracts. 1957–	Range 15B
Science Citation Index. 1972–	Range 8A
Van Nostrand's Scientific Encyclopedia.	Ref Q 121 V3 1976
SHORT STORIES	
Short Story Index. 1949–	Ref Z 5917 .S5C62
Twentieth-Century Short Story Explication.	Ref Z 5917 .S5W33
SOCIAL SCIENCES	
Dictionary of Modern Sociology.	Ref HM 17 .H63 1969b
Dictionary of the Social Sciences.	Ref H 41 G6
Encyclopedia of Social Sciences.	Ref H 41 E6
Encyclopedia of Social Work.	Ref HV 35 S6
Encyclopedia of Sociology.	Ref HM 17 E5
International Encyclopedia of the Social Sciences.	Ref H 40 .A2 I5
Social Sciences Citation Index. 1969–	Range 4B
Social Sciences Index. 1974–	Range 1B
Sociological Abstracts. 1953–	Range 15A
SPEECH	
Speech Abstracts. 1971–1972.	Ref Z 6514 S7S69
Speech Index.	Ref Al 3 S85 1966
Robert's Rules of Order.	Ref JF 515 R692
SPORTS	
Completed Research in Health, Physical Education, and Recreation.	Ref Z 6121 A62
Education Index. 1929–	Range 1A
Encyclopedia of Sports.	Ref GV 567 .M46 1978
Physical Education Index. 1978–	Range 1A
Reader's Guide to Periodical Literature. 1900–	Range 1B
STATISTICS	
American Statistics Index. 1974–	Govt. Docs. Reference
County and City Data Book.	Govt. Docs. Reference
Statistical Abstract of the United States.	Govt. Docs. Reference
Statistical Reference Index. 1980–	Range 4a
TEXTILES	
AF Encyclopedia of Textiles.	Ref TS 1445 A5 1972
Fabric Almanac.	Ref TS 1451 K53 1971
THEATRE	
Crowell's Handbook of Contemporary Drama.	Ref PN 1861 C7
Dramatic Criticism Index.	Ref Z 5781 B8
European Drama Criticism, 1900–1975.	Ref Z 5781 P2 1977
Guide to the Performing Arts.	Ref ML 118 G8
McGraw-Hill Encyclopedia of World Drama.	Ref PN 1625 M3

Subject Area	Call No. or Location
New York Times Theatre Reviews, 1920–1970.	Ref PN 1581 N4
Ottemiller's Index to Plays in Collections.	Ref Z 5781 O8 1976
Reader's Encyclopedia of World Drama.	Ref PN 1625 G3 1969
WOMEN	
New Career Options for Women.	Ref Z 7164 .V6 P48
New Feminist Scholarship: A Guide to Bibliographies.	Ref Z 7161 .A1 W54
New Woman's Survival Catalog.	Ref HQ 1426 N48 1973
Who's Who and Where in Women's Studies.	Ref HQ 1181 .U5 W48
Women Poets in English.	Ref PR 1177 S8
Women Studies Abstracts. 1973–	Range 16b
YEARBOOKS, FACT BOOKS, AND ALMANACS	
Americana Annual Yearbook.	Ref AE 5 A55
Facts on File. 1941–	Ref D 410 F3
Famous First Facts.	Ref AG 5 .K315 1964
Information Please Almanac.	Ref AY 64 I55
Statesman;s Year Book.	Ref JA 51 .S7
World Almanac and Book of Facts. 1916–	Ref AY 67 .H5 W7
ZOOLOGY	
Birds of the World: A Checklist.	Ref QL 673 .C53
Dinosaur Dictionary.	Ref QE 862 D5 G65
Fishes of the World.	Ref QL 614.7 W47 1975
Grzimek's Animal Life Encyclopedia.	Ref QL 3 G73
Insects of the World.	Ref QL 463 L4615
International Wildlife Encyclopedia.	Ref QL 9 B8
Mammals of the World.	Ref QL 703 W222 1975
New Field Book of Reptiles and Amphibians.	Ref QL 644 C6
Zoological Record. 1864–	Range 16b

Appendix B: Answers

1. Second.
2. 1904. London, England.
3. Dog-stealing (as a profession).
4. WITCHCRAFT.
5. N 12 .C26
6. BF
7. 7
8. "Four Top Detectives Resign: 200 Recent Resignations Laid to Poor Pay, Slow Promotions."

8a. Ja 4, 4 : 6 (1954—Year of Index)

9. Gold Bricks of Speculation.
10. S 1.123 : F84/977

Appendix C: Extra Difficult Questions

(For the Pro who wants a few brain-teasers)

1. List ten references (from books, periodicals, etc.) on the general topic of Saudi Arabia.
2. Name one organization devoted to the study of the future.
3. When was Ayatollah Ruholla Khomeini born?
4. In Papago/Pima language, what does the word huk mean?
5. Name one novel by the Nigerian novelist Joshua Jeboda.

Answers

1. Have this checked at the Reference Desk. Hint: A useful bibliography is *Arab Culture and Society in Change;* Ref Z 3013 B43 1973.
2. Check this in *The Future: A Guide to Information Sources;* Ref CB 158 .F8.
3. May 17, 1900; *Current Biography 1979;* Ref CT 100 .C8 1979.
4. Pine or lumber. *Papago and Pima to English Dictionary;* Ref PM 4176 S2.
5. Olowolaiyemo. *African Authors;* Ref PL 8010 H38 v.1.

Over so soon!

NAU Libraries Publications

NAU Learning Resources Center—R. Kemper
Your NAU Library—Revised, R. Kemper
South Campus Library Study Center (superseded by NAU Learning Resources Center)—R. Kemper and C. Stahl
Faculty Guide to the Library (in progress)
NAU Film Catalog—S. Pedersen

DISCOVERY SERIES

No. 1 Chicano Materials—Revised, C. Greth
No. 2 Historical Literature—J. Armour
No. 3 Education and Educational Psychology Literature—Revised, C. Stahl
No. 4 Native American Literature—M. Coil
No. 5 Abstracting and Indexing Services—J. Armour
No. 6 Engineering and Engineering Technology—D. Parkin
No. 7 Women's Literature—M. Coil
No. 8 Business Literature—M. Coil
No. 9 Government Documents—M. Coil
No. 10 Literature of the Spanish Southwest—K. Nutt
No. 11 Folklore Literature (in progress)
No. 12 Health Science Literature—D. Cole
No. 13 Forestry Literature—D. Cole
No. 14 Grand Canyon and the Colorado Plateau—K. Nutt
No. 15 Gerontology—L. Williams
No. 16 Legal Materials—K. Biglin and D. Cole
No. 17 Emery Kolb—S. Pedersen
No. 18 Special Collections (in progress)
No. 19 Card Catalog—S. Pedersen, M. Steiger, L. Williams
No. 20 Your NAU Library—R. Kemper
No. 21 Microform—D. Cole (in progress)
No. 22 Your NAU Library Workbook—K. Biglin